



Figure 31: AutoCorrect dialog

- **Replace** – edit the replacement table for automatically correcting or replacing words or abbreviations.
- **Exceptions** – specify the abbreviations or letter combinations that you do not want corrected automatically.
- **Options** – select the options for automatically correcting errors as you type.
- **Localized Options** – specify the AutoCorrect options for quotation marks and for options that are specific to the language of the text.
- **Reset** – reset modified values back to their previous values.

Inserting dashes

Calc provides text shortcuts so that you can quickly insert dashes into a cell and these shortcuts are shown in Table 4.